



Student Assistant / Work Study Payroll Schedules 2021-2022

Pay Period Number	Pay Period		Timesheet Due in Payroll (Thursday)	Date Paid	Hire Paperwork Due in Payroll By (Wednesday)*
1	3/18/2021	3/31/2021	4/1/2021	4/22/2021	3/3/2021
2	4/1/2021	4/14/2021	4/15/2021	5/6/2021	3/17/2021
3	4/15/2021	4/28/2021	4/29/2021	5/20/2021	3/31/2021
4	4/29/2021	5/12/2021	5/13/2021	6/3/2021	4/14/2021
5	5/13/2021	5/26/2021	5/27/2021	6/17/2021	4/28/2021
6	5/27/2021	6/9/2021	6/10/2021	7/1/2021	5/12/2021
7	6/10/2021	6/23/2021	6/24/2021	7/15/2021	5/26/2021
8	6/24/2021	7/7/2021	7/8/2021	7/29/2021	6/9/2021
9	7/8/2021	7/21/2021	7/22/2021	8/12/2021	6/23/2021
10	7/22/2021	8/4/2021	8/5/2021	8/26/2021	7/7/2021
11	8/5/2021	8/18/2021	8/19/2021	9/9/2021	7/21/2021
12	8/19/2021	9/1/2021	9/2/2021	9/23/2021	8/4/2021
13	9/2/2021	9/15/2021	9/16/2021	10/7/2021	8/18/2021
14	9/16/2021	9/29/2021	9/30/2021	10/21/2021	9/1/2021
15	9/30/2021	10/13/2021	10/14/2021	11/4/2021	9/15/2021
16	10/14/2021	10/27/2021	10/28/2021	11/18/2021	9/29/2021
17	10/28/2021	11/10/2021	11/11/2021	12/2/2021	10/13/2021
18	11/11/2021	11/24/2021	11/25/2021	12/16/2021	10/27/2021
19	11/25/2021	12/8/2021	12/9/2021	12/30/2021	11/10/2021
20	12/9/2021	12/22/2021	12/23/2021	1/13/2022	11/24/2021
21	12/23/2021	1/5/2022	1/6/2022	1/27/2022	12/8/2021
22	1/6/2022	1/19/2022	1/20/2022	2/10/2022	12/22/2021
23	1/20/2022	2/2/2022	2/3/2022	2/24/2022	1/5/2022
24	2/3/2022	2/16/2022	2/17/2022	3/10/2022	1/19/2022
25	2/17/2022	3/2/2022	3/3/2022	3/24/2022	2/2/2022
26	3/3/2022	3/16/2022	3/17/2022	4/7/2022	2/16/2022

* Completed Appointment paperwork is due in Payroll on date listed: To hire **Student Assistants**, the Supervisor or Designee must submit to the Payroll Office: an approved Student Assistant Appointment Form, a completed I-9 form with photocopies of acceptable document(s), IRS Form W-4, New York State Form IT-2104 or IT-2104-E and HRMS-2 Form.

Federal Work Study Students must submit their completed hire paperwork to the College's Financial Aid Office. Completed paperwork will be forwarded to the Payroll Office for processing.